

COMOMAGINST 3100.1G
FIRE WARDEN
30 APR 1997

COMOMAG INSTRUCTION 3100.1G

Subj: COMMAND FIRE PROTECTION PROGRAM

Ref: (a) NASCORPCINST 11320.8J

Encl: (1) Command Fire Regulations
(2) Emergency Evacuation Plans for Building 36

1. Purpose. To establish basic policies concerning fire protection and prevention for Commander, Mobile Mine Assembly Group per reference (a).

2. Cancellation. COMOMAG/MOMAGINST 3100.1F.

3. Responsibility

a. All staff personnel and building occupants are charged with full knowledge of this instruction and will carry out the responsibilities, precautions, and procedures delineated in enclosure (1).

b. All personnel are responsible for eliminating all potential fire hazards. All personnel shall familiarize themselves with the location of all emergency exits and fire extinguishers and procedures for fire reporting.

c. The Fire Warden is responsible for:

(1) Implementing the provisions and ensuring timeliness and accuracy of this directive.

(2) Advising the command, through general military training on fire protection and prevention.

(3) Maintaining all fire fighting and associated equipment. Responsible for weekly and monthly inspection of each portable fire extinguisher. Visual or sight inspection consists of ensuring that fire extinguishers are sealed, access is not blocked, extinguishers are not damaged. If the

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seal is broken or any discrepancies are found, procures are outlined in reference (a).

(4) Developing and posting an "Emergency Evacuation Plan" for Building 36.

(5) Ensure FIRE BILLS (NAVFAC Form 3-11320/9) are conspicuously posted in all occupied spaces throughout the command.



R. E. SWART

Acting

Distribution: (COMOMAGINST 5216.1R)
List I

COMMAND FIRE REGULATIONS

1. Fire Prevention

a. Fire Hazards. Any person observing or having knowledge of a fire hazard or potential fire hazard within any area shall notify their Department Head or the Fire Warden.

b. Smoking. Smoking is prohibited within Building 36. Smoking is only authorized in the designated smoking area located in front of Building 36.

c. Electrical

(1) Temporary or makeshift (jury rigs) electrical connections are prohibited. Defective wiring shall be deenergized upon detection and remain so until repairs are complete.

(2) Unguarded electrical lamps shall be kept a safe distance from flammable materials. Wire guards and other protective devices shall be provided where necessary.

(3) Only approved explosion proof fixtures and equipment shall be used where flammable vapors or explosive mixtures may be present.

(4) Electrical circuits shall not be overloaded.

(5) Electrical devices and appliances shall only be installed as approved by the command.

(6) Alterations or installations of electrical equipment shall be performed by authorized personnel only.

(7) Hot plates or coffee messes shall not be installed except as approved by the activity Safety Officer, qualified electrician or Fire Department representative.

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d. Storage of Flammable Material. All flammable material shall be stored in the flammable storage building or area. No other building or area shall be used for this purpose without written consent of the Commander.

e. Heat System

(1) Adequate clearance shall be maintained between all flammable and heating system piping

(2) Oil burning equipment shall be inspected at least once every six months, and all deficiencies will be corrected immediately.

f. Welding and Burning

(1) Welding or burning shall be conducted in approved areas only.

(2) All flammables shall be removed from the area of the welding or burning or covered with a flame resistant cover.

(3) The Fire Warden shall be established at the location of welding or burning and proper fire extinguishing equipment will be available at the scene of the operation at all times.

g. Miscellaneous

(1) No open fires shall be allowed unless specific written authority from the Commander is obtained.

(2) Gasoline and other HIGHLY FLAMMABLE SUBSTANCES shall not be used for cleaning purposes.

2. Emergency Evacuation Plan

a. This plan shall be posted with the Fire Bill and will include emergency evacuation routes and note predesignated assembly areas outside of Building 36.

b. The last person to exit space shall ensure all classified material and windows are secured, and ensure everyone is out and close the doors to the space.

c. All personnel shall muster with the senior person from their department in the predesignated areas outside of Building 36. Department representatives are to report muster to SDO for reasons of safety and accountability.

3. Discovery of Fire

a. Any person discovering a fire shall call NAS Corpus Christi Fire Division at extension 3333. All fires shall be reported even if extinguished.

b. Persons in the vicinity of a fire shall attempt to extinguish or prevent its spread pending arrival of personnel from the Fire Division. AT NO TIME SHALL PERSONNEL ENDANGER THEIR LIVES IN THESE EFFORTS.

c. Persons may normally sound the alarm from fire alarm pull stations located throughout the command by pulling the T-Handle downward. Locations of all fire alarm pull stations are indicated on enclosure (2).

d. In the event that the fire alarm fails to alert the crew, notify Petty Officer of the Watch (POOW) or Staff Duty Officer (SDO) to pass the word on the MC system "THIS IS NOT A DRILL, FIRE, FIRE, FIRE (give location of fire), ALL HANDS MUST EVACUATE THE BUILDING".

4. Reporting a Fire

a. Report fire to SDO or POOW as soon as possible.

b. To report a fire to the NAS Corpus Christi Fire Division, dial extension 3333 and give the following information:

(1) Exact location of fire, building, and street address.

(2) Type and class of fire A, B, C, D.

(3) Report what is burning, such a building, grass, vehicle, equipment etc.

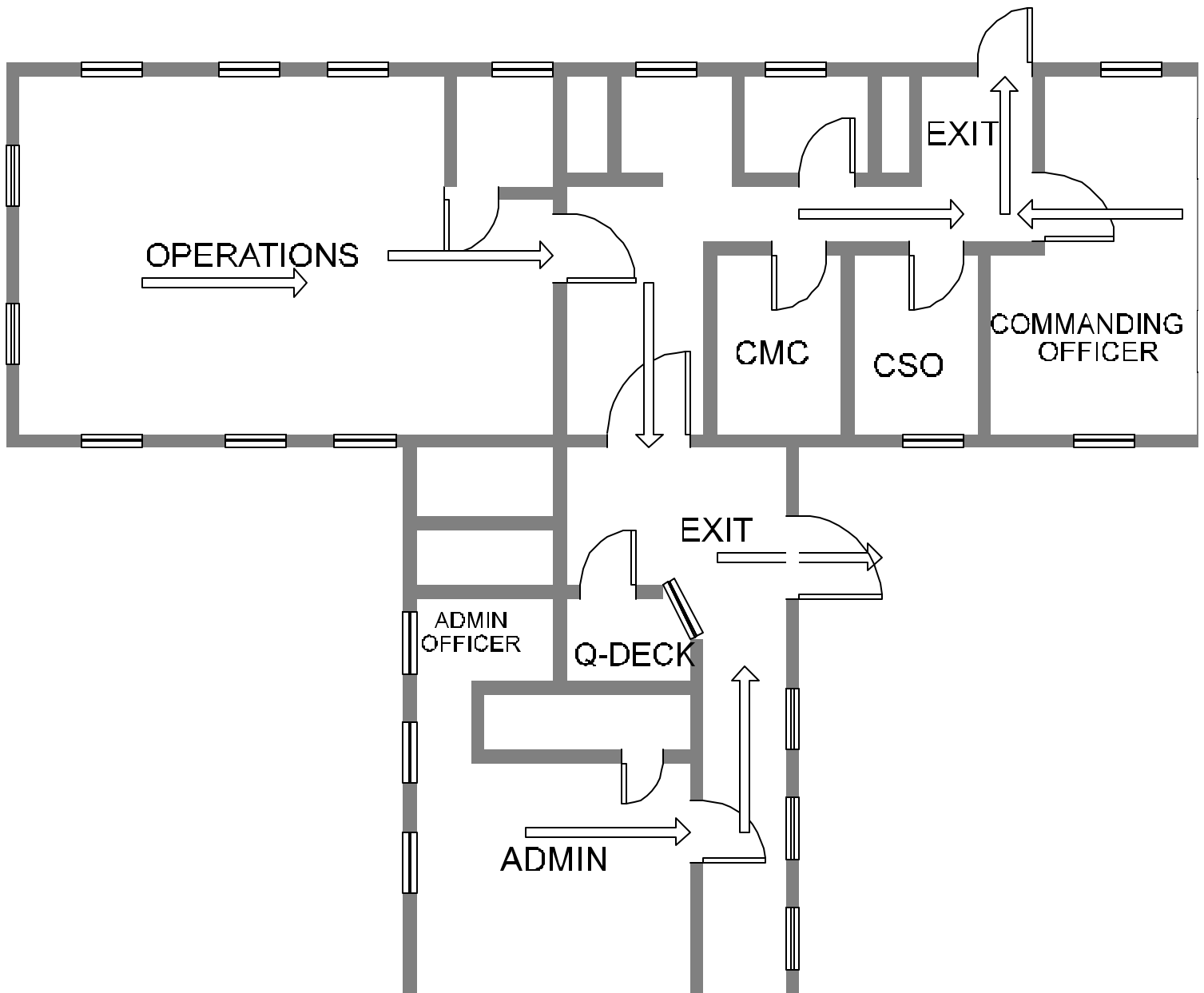
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(4) Telephone extension number from which the call is made.

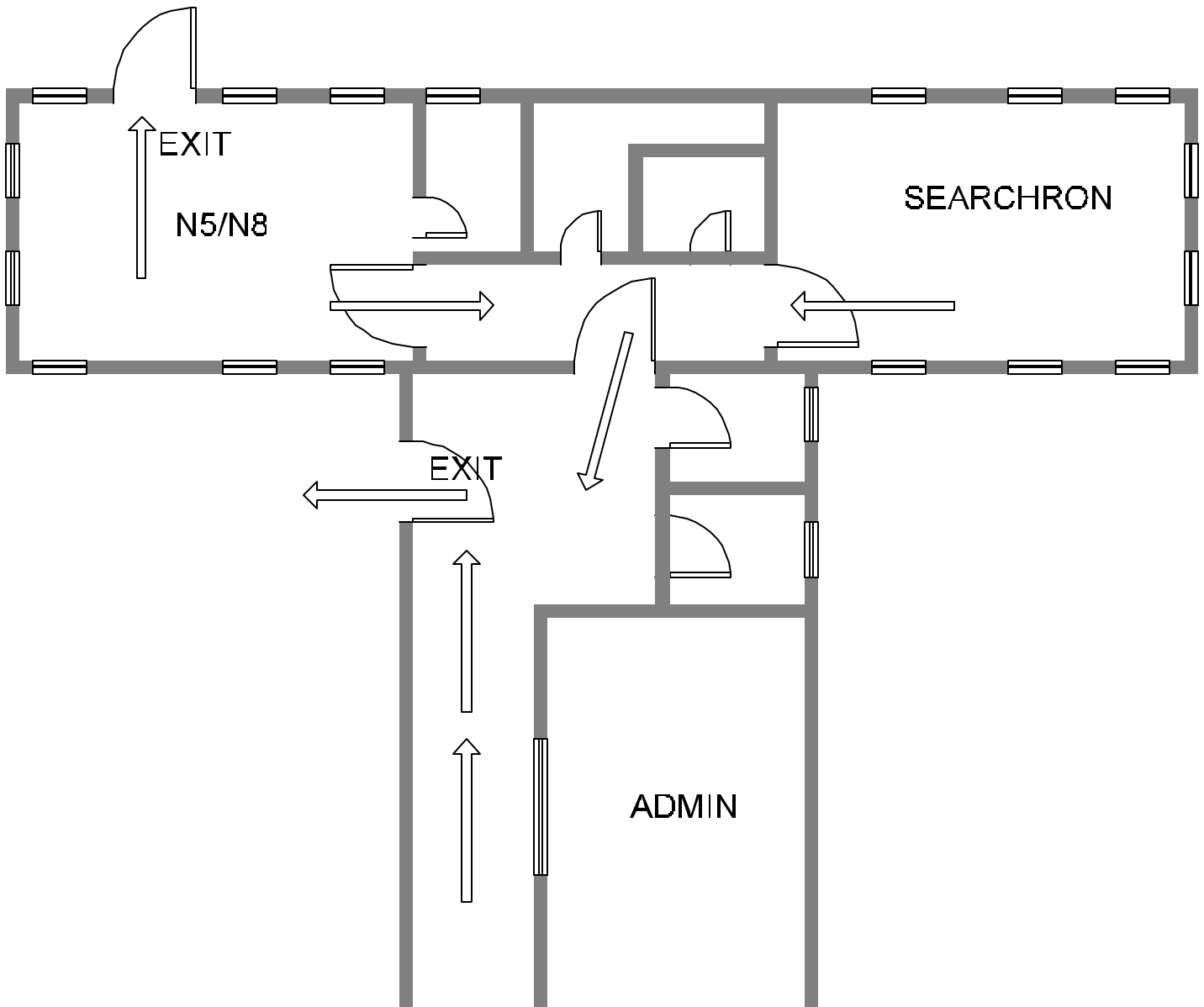
5. Training. Fire drills, as scheduled by the Fire Warden for training purposes, will be held at irregular times.

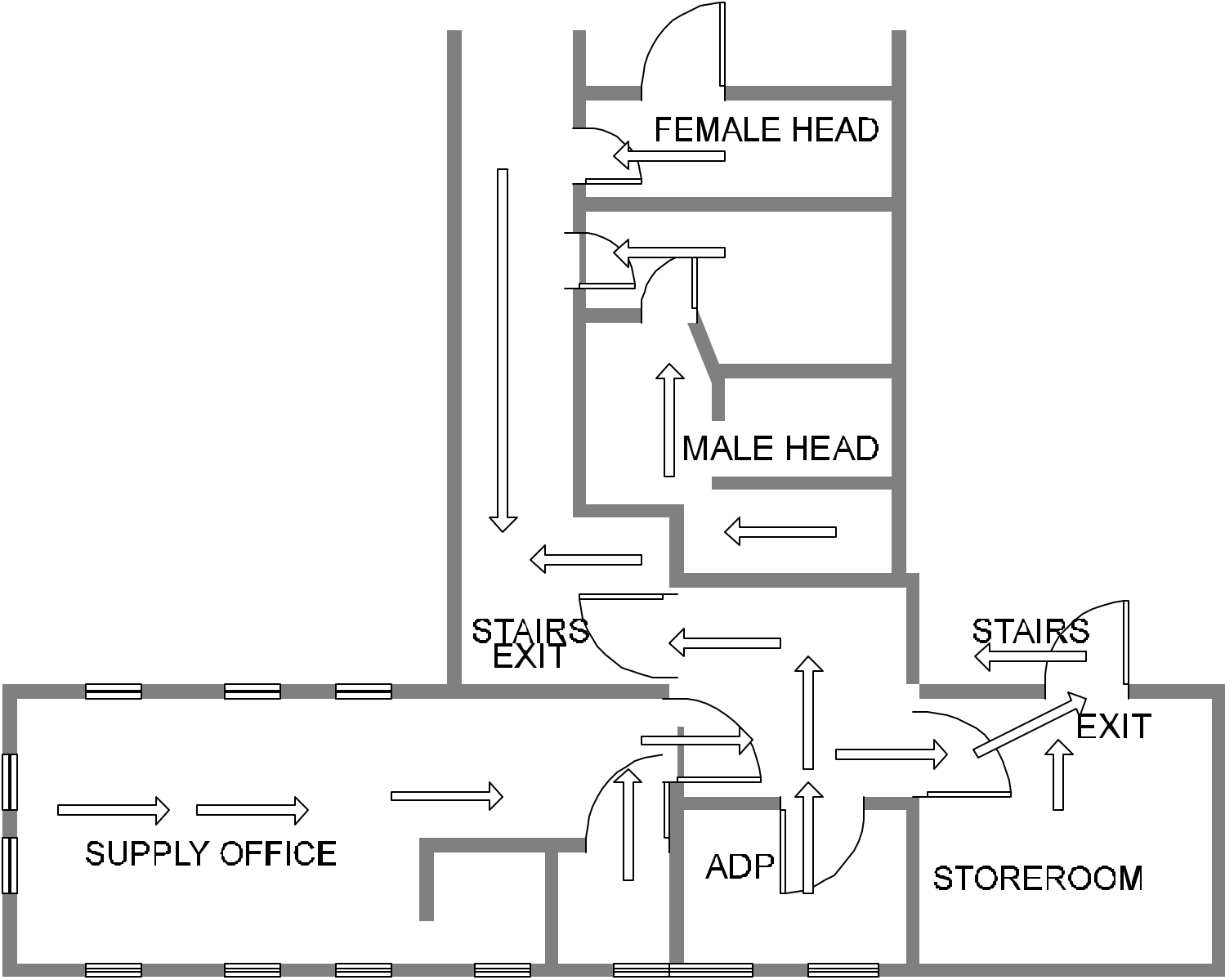
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Enclosure (2)

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